Pi Delta Phi

The National French Honor Society
est. 1906

How to reactive a chapter of Pi Delta Phi.

WHEN IS A CHAPTER INACTIVE?

A campus chapter of Pi Delta Phi may become inactive when no new members have been inducted for at least three years. While inactivity can occur for a variety of reasons, reactivating a chapter costs nothing; the chapter simply needs to identify a faculty member who is willing to serve as the chapter's moderator, and to hold a ceremony to induct a new members.

STEPS TO REACTIVATE A CHAPTER

1. Identify a faculty member (or two) willing to serve as the chapter's faculty moderator(s). Moderator duties take very little time annually. A graduate student or department secretary may assist with some of duties, but the faculty moderator is responsible to train any assistant; the national office is not able to assist with this task since all Executive Board members are full-time faculty and only donate their time to PDP. If the faculty member is not already a member of PDP, contact the PDP President: info@pideltaphi.org

2. Determine if you have access to the online database. If you don't have the login or password, or haven't yet created a chapter account. Contact the PDP President: info@pideltaphi.org

3. The new faculty moderator should complete the online *New Moderator Form*; the information allows PDP to update our records.

4. The new faculty moderator should join the free PDP listserv: www.pideltaphi.org/listserv

5. Determine if the chapter still possess its Pi Delta Phi banner and charter; if not, replacements can be ordered and paid for online via our database.

6. Select a future date for your induction ceremony. Remember, however, that because of slower USPS delivery time, we strongly suggest that memberships and supplies should be ordered and paid for in full **at least 5 weeks** prior to the desired induction ceremony date, or at the beginning of the semester for an end-of-semester ceremony. The ceremony can be simple or elaborate; ideas are listed on our Moderators & FAQs brochure: Moderators > Forms section of the national website.

7. Invite undergraduate and graduate students--who are not already members of PDP--to join the Society. A sample invitation letter is available for download from the national website. Membership requirements are available on the national website and on the membership form. Have each candidate fill out a membership form and return it to the Moderator with a check to cover the lifetime membership fee. Keep membership forms on file in the department, do not send them to the national office.

8. Verify that candidates meet all membership requirements. Consult the listed eligibility requirements on the Membership page on the national website: www.pideltaphi.org/membership

9. Enter new candidate information into the database (only names and induction dates are required). Use the database to order and to pay for new memberships. We accept payments via credit cards.

Note: all documents, forms, brochures, etc. are located in the **Moderators > Forms** section of national website (www.pideltaphi.org).

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10. Visit the national website for useful materials to consult and download:

    - ceremony text to induct new members;
    - sample completed certificates;
    - How to Print Certificates brochure
    - sample chapter constitution;
    - sample invitation letter to sent to students;
    - scholarship posters to display.

11. Organize and publicize your induction ceremony; helpful ideas are included in the induction ceremony document. Gain as much exposure as you can for your French program. Request that Pi Delta Phi appears on your university's online and catalogue lists of supported honor societies. Make sure any chapter webpage or social media group adheres to our Networking Guidelines: www.pideltaphi.org/networking

12. Encourage your best students to apply for our undergraduate and graduate scholarships. Complete details, eligibility requirements and applications are available online.

DON'T FORGET!

- Send information and photos (including the names of students) of your chapter ceremonies or activities to: news@pideltaphi.org
- Encourage your members to join our free Facebook® Instagram®, and/or Linkedin® group.
- Join the free Pi Delta Phi **listserv** to stay in touch with the national office and to receive reminders, deadlines and online voting information.

National Website: www.pideltaphi.org

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